

Michigan Department of Human Services Office of Children and Adult Licensing Child Caring Institution Employee File Review			Staff / Volunteer Name											
			1.	2.	3.	4.	5.	6.	7.	8.	9.	10.		
Facility														
Consultant		Date												
Sample Size 1. All employees hired since last evaluation 2. <u># Over</u> <u>Sample</u> <u>1 year</u> <u>Size</u> 1-3 All 4-30 3 31-60 6 61-90 8		# of Employees < 1 Year _____	Hire Date											
		# of Employees > 1 Year _____	Position											
R 400.4113 Employee records. Employee records shall be maintained for each employee and shall include all of the following information: (a) Name.														
(b) Verification of education where minimum education requirements are specified by rule.														
(c) Work history.														
(d) Three references which are obtained prior to employment from persons unrelated to the employee.														
(e) A record of any convictions other than minor traffic violations.														
(f) A written evaluation of the employee's performance within a probationary period.														
(g) Verification of health where specified by rule														
R 400.4114 Tuberculosis screening The licensee shall document that each employee and volunteer who has contact with residents 4 or more hours per week for more than 2 consecutive weeks is free from communicable tuberculosis. Freedom from communicable tuberculosis shall be verified within the 3-year period before employment and shall be verified every 3 years after the last verification.														

R 400.4128 Initial staff orientation and ongoing staff training.													
1. Appropriate Orientation													
2. 50 hours of planned training the first year													
3. 25 hours of training each year thereafter													
722.119 Sec. 9(1 & 2) (PA116 Amendment)													
Not convicted of a felony involving harm or threatened harm for at least 10 years prior.													
722.119 Sec. 9(1 & 2 & 3) (PA116 Amendment) Proof is in file that person is not on central registry or been convicted of child abuse or neglect.													
PA 531 applies only to facilities	(2) Not later than 180 days after the effective date of the amendatory act that added this section, a child caring institution shall require its staff to have ongoing education, training, and demonstrated knowledge of all of the following: (a) Techniques to identify minor children's behaviors, events, and environmental factors that may trigger emergency safety situations.												
	(b) The use of nonphysical intervention skills , such as de-escalation, mediation conflict resolution, active listening, and verbal and observational methods to prevent emergency safety situations.												
	(c) The safe use of personal restraint or seclusion , including the ability to recognize and respond to signs of physical distress in minor children who are in personal restraint or seclusion or who are being placed in personal restraint or seclusion.												
	(3) A child caring institution's staff shall be trained in the use of personal restraint and seclusion , shall be knowledgeable of the risks inherent in the implementation of personal restraint and seclusion, and shall demonstrate competency regarding personal restraint or seclusion before participating in the implementation of personal restraint or seclusion. A child caring institution's staff shall demonstrate their competencies in these areas on a semiannual basis . The state agency licensing child caring institutions shall review and determine the acceptability of the child caring institutions' staff education, training, knowledge, and competency requirements required by this subsection and the training and knowledge required of a licensed practitioner in the use of personal restraint and seclusion.												